# Course Prefix, Number, Section, Course Title

# Semester/Year

**Credits:**

**Prerequisites:**

**Course Start/End Date:**

**Course Location/Days/Times:**

**Required [and/or Recommended] Textbook(s):** Title, Author, Edition, ISBN

**Required Materials and Aids:** [Estimated costs of materials, clothing such as scrubs or uniforms, kits, special tools (see program tool list), etc.]

## INSTRUCTOR INFORMATION

**Instructor Name** and preferred title:

**Phone Number:** [college phone number required, personal number not required]

**College e-mail Address:**

**Official Course-related Website:** [e.g. Moodle, and any others such as MathXL, etc.]

**Office Hours/Availability to Students:**

**Office Location:** [if you have an office on campus that you use, otherwise, not required]

## COURSE CONTENT

**Course Description:** (from the college catalog)

### **Course Outcomes [and Assessments]:**

(Helena College course outcomes are the official outcomes and located in the Course Bank on the Employee Drive)

### **Program/Gen Ed Core Outcomes addressed by this course:**

**Institutional Competencies addressed by this course** [check all that will be taught/assessed]:

*Apply information/technology literacy across disciplines:* The student will learn to locate

needed information, managing and evaluating the extracted information and using it

critically and ethically; *and*the student willuse appropriate technology to access,

manage, integrate, or create information, and/or use technology to effectively

accomplish a given task.

*Develop an understanding for diversity and global awareness:* The student will learn to

recognize and value individual, group and cultural differences from, and within, local,

national and global perspectives and contexts.

### **Course Schedule/Topical Outline:**

**Critical Dates:** [Exams, project due dates, etc.]

### **Grade Calculation Procedure:**

### **Grading Scale:** [Provided as an example. Please modify as needed.]

Letter Grade Letter Grade

A (100-94%) C (76-73%)

1. (93-90%) C- (72-70%)

B+ (89-87%) D+ (69-67%)

B (86-83%) D (66-63%)

1. (82-80%) F (62-0%)

C+ 79-77%)

I will round-up to whole number, so an 89.45 will round up to an 89.5, which rounds up to a 90 (A minus).

Attendance/Participation 5%

Homework (reading questions) 10%

Chapter Quizzes 50%

Film Analysis 10%

Final Essay 25%

**Special Instructions:** [e.g. lab safety policies, field trip information, etc.]

**Instructor’s Educational Philosophy:** [Sample inclusiveness language provided.]

Students and faculty each have responsibility for maintaining an appropriate learning environment. Those who fail to adhere to such behavioral standards may be subject to discipline in accordance with Helena College’s Student Code of Conduct. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences including, but not limited to race, ethnicity, nationality, culture, religion, politics, veterans status, sexual orientation, gender, gender identity/expression, age, or disability. Class rosters include students’ legal names, but I will gladly honor your request to address you by an alternate name or preferred gender pronoun.

**Classroom Behavior/Expectations:** [eating/drinking not allowed in computer labs, cell phone use, etc.] Instructor’s expectations of students/students' expectations of Instructor.

### **Extra Credit/Late Work/Make-up Rules:**

### **Attendance and/or Participation Requirements:**

**Resources:** [web links, technical support, access codes, etc.]

Students may expect [kind and level of support] from the instructor. Beyond that,

additional resources for other kinds of support not provided by the instructor include:

(For example)

[Pearson Support website](http://support.pearson.com/getsupport) [http://support.pearson.com/getsupport]

See instructor if issues are not resolved by Pearson support.

[Video Tutorial for using MyProgrammingLab site](https://docs.turingscraft.com/codelab/intro/)

[https://docs.turingscraft.com/codelab/intro/]

### **For Online, Hybrid, or Web-Enhanced Courses:**

* Face-to-face meeting, instructor availability, and speed-of-response guidelines
* Communication expectations in case of student, faculty, or platform difficulties
* Help desk contact information [e.g. for software] or links to FAQs, etc.
* [Guidelines for “netiquette”](http://www.albion.com/netiquette/)—see, for example: http://www.albion.com/netiquette/
* Hints/tips for success in the course
* Links [to tutoring, eLearning, instructor’s site, etc.]

## Additional Resources/Information:

### **Office of eLearning**

The Office of eLearning expands and complements the programs at Helena College by offering a variety of online and hybrid learning experiences for our diverse student community. Students who have questions about online/hybrid courses (for example, course access, Moodle support, One-Button Studio support, general eLearning questions or technology tools assistance) should contact the Office of eLearning:

**Office**: DON 203

**Phone**: 406-447-6364

[Web Page](http://www.helenacollege.edu/online/default.aspx): http://www.helenacollege.edu/online/

(where students can use the eLearning Help Desk to submit a Ticket to ask for assistance)

[Email](mailto:eLearning@HelenaCollege.edu): eLearning@HelenaCollege.edu

### **Special Needs Accommodation Statement:**

Students with physical, cognitive, or learning disabilities who seek accommodations should contact Disability Services, located in Room 119, at 447-6952, or [Disability Services Email](mailto:disabilityresources@HelenaCollege.edu) [disabilityresources@HelenaCollege.edu]. Only students registered with the Disability Resources Office are permitted accommodations. All information will be kept confidential.

### **Testing Center Procedures [if make-up testing is allowed]:**

The Helena College Make-up Testing Center is located in rooms 103A/B on the Donaldson campus. *Students attending classes at the Airport campus can request testing services but will likely be asked to come to Donaldson for the makeup test.* Students granted approval by their Instructor to take a makeup test or exam *must schedule an appointment to do so at least 24 hours in advance. There is no “drop-in” makeup testing permitted.* To schedule your makeup test please send an email to [makeuptest@helenacollege.edu](mailto:makeuptest@helenacollege.edu) stating the Instructor name, course, and the day/time you wish to schedule your test. Makeup tests will not be scheduled until the Testing Center staff have received the exam from the instructor. Once the exam is received, a staff member will respond to you with confirmation of the date/time of your makeup exam; in the event the requested time is unavailable, alternative times will be offered. The accommodative Testing Center is located in Donaldson Room 114, and is available by appointment through Disability Services.

### **Student Support Center, Donaldson Campus, Room 139:**

**Hours of operation**:

Monday 8 a.m. to 5 p.m.

Tuesday 8 a.m. to 5 p.m.

Wednesday 8 a.m. to 6 p.m.

Thursday 8 a.m. to 5 p.m.

Friday 8 a.m. to 3 p.m.

Saturday and Sunday closed

Scheduled meetings with tutors are available during those hours for most academic areas. There are computers located in the Student Support Center for student use, which includes a printer and scanner. Most software packages used by instructors at Helena College are loaded on one or more of the computers. Except printing, all services are free to Helena College students. It is recommended that all students familiarize themselves with the Student Support Center and know what resources are available when needed. The open computer lab in Donaldson Room 114 is also available to students during these hours.

### **Library Services:**

The Helena College Main Library is located in Room 140, just to the left of the front entrance of the Donaldson Campus. Our Branch Library is on the Airport Campus with entry through the large interior hallway. The Main Library offers all library services on site, and is open 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. The Branch Library is open all hours the Airport Campus is open, with a librarian on site a few hours a week. An instructional kiosk gives access to other library services during the Main Library’s open hours. The libraries are a place for

quiet study and offer book, DVD and journal collections. The main library has a group study room that can be reserved for two or more students. You can “Book a Librarian” on both campuses for one-on-one research help. From the [library website](http://www.helenacollege.edu/library/default.aspx) [http://www.helenacollege.edu/library/default.aspx][,](http://www.umhelena.edu/library/default.aspx) you have remote access to a large collection of electronic resources – databases of ebooks, encyclopedias, and journal articles, as well as subject and class guides – using your Helena College NetID. The librarians are available to help you in the library, by telephone, and remotely through chat and email. Just “[Ask a Librarian](http://www.helenacollege.edu/library/askalibrarian.aspx)” [http://www.helenacollege.edu/library/askalibrarian.aspx][.](http://umhelena.edu/library/askalibrarian.aspx)

### **Official (Email) Communication:**

The Helena College email policy states that all official student email correspondence be sent only to a student’s college email address and that faculty and staff consider email from students official *only* if it originates from a Helena College account. This allows the College to maintain a high degree of confidence in the identity of all individuals and the security of transmitted information. The College furnishes each student with a free email account that is to be used in all communication with college personnel. Official notifications and course evaluation surveys will be sent to students through this account, as well.

### **Academic Support Desk:**

### **(If students are allowed to drop off or pick up papers or assignments)**

Students needing to drop off papers or pick up papers from instructors should visit the Academic Support Desk located across from Faculty Office Suite 103 on the Donaldson campus. A photo ID is required to pick up any graded work.

### **Campus Bookstore:**

The Bookstore is located on the Donaldson Campus on the south side of the building and on the Airport Campus to the right of the main entrance. All required course materials for all classes are available for purchase at the Bookstore, as well as supplies, electronics, snacks, and Helena College apparel. Book Vouchers may be used with a picture ID to purchase books and supplies.

### **Academic Dishonesty Definition/Policy Statement:**

Plagiarism, cheating and other forms of academic dishonesty are strictly prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to sanction by the instructor. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures, as a result of academic misconduct, the instructor has the authority to assign an “F” or a zero for the exercise or examination.

Definitions of Cheating and Plagiarism: **Cheating** includes but is not limited to 1) use of any unauthorized assistance in taking quizzes or exams; or 2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments. **Plagiarism** includes but is not limited to the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement. It also includes the use of material prepared by another person or agency (such as, for example, web sites that specialize in term papers. Please speak to the instructor in advance regarding any questions that you may have regarding cheating or plagiarism. It is the responsibility of each student to avoid academic dishonesty of all types.

### **[Attendance/Excused Absence Policy](http://www.helenacollege.edu/catalog/default.aspx):**

[http://www.helenacollege.edu/catalog/default.aspx]

(catalog pg. 50/.pdf pg. 58)

(Please note that members of the military who are called to duty enjoy special accommodations under many circumstances. Additional information and assistance are available upon request.)

### [**Course Withdrawal Procedure**](http://www.helenacollege.edu/catalog/default.aspx)**:**

[http://www.helenacollege.edu/catalog/default.aspx]

(catalog pg. 55/.pdf pg. 63)

### **[Incomplete Grade Guidelines and Procedure:](http://www.helenacollege.edu/catalog/default.aspx)**

**[**http://www.helenacollege.edu/catalog/default.aspx]

(catalog pg. 53/.pdf pg. 61)

### [**Grade Appeal Process**](http://www.helenacollege.edu/catalog/default.aspx)**:**

[http://www.helenacollege.edu/catalog/default.aspx]

(catalog pg. 52/.pdf pg. 60)

### **Course Evaluation Process:**

Students will be provided an opportunity to evaluate the course near the end of the semester. A survey will be sent to your official Helena College email address along with instructions on how to complete the survey. All responses are anonymous and faculty do not see final course evaluations until after grades are posted (mid-term evaluations, if any, are shared in time for any needed adjustments to be made during the semester). Results are reviewed following each semester by the instructors themselves, their Division Chairs/Directors, and often by the Academic Dean. This is part of Helena College’s on-going effort to improve your educational experience, so the College appreciates your feedback and constructive criticism.

### [**Emergency Closure**](http://www.helenacollege.edu/campus_safety/default.aspx):

How you will be notified, and what to do, in the event campus is closed:

[http://www.helenacollege.edu/campus\_safety/default.aspx]

### **Children On Campus:**

It is the policy of Helena College not to allow the non-enrolled children (under 18) of students, employees, or visitors on campus to be in campus classrooms; laboratories; high-risk areas; work areas; store rooms; hallways; the library; or areas adjacent to classrooms, laboratories, or offices, except under special circumstances that require explicit permission in advance.

### **Disclaimer Regarding Changes to Syllabus:**

This syllabus is subject to change as deemed necessary by the instructor to fulfill the changing needs of the class.